

Company Number 08711470

THE COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

WRITTEN RESOLUTION

- of -

OSS COMMERCIAL FLOORING LIMITED
(Company)

Circulation Date 7 July 2016

TUESDAY



A09 *A5C1XV18* 26/07/2016 #313
COMPANIES HOUSE

Pursuant to Chapter 2 of Part 13 of the Companies Act 2006, the directors of the Company propose that

- resolutions 1 and 3 are passed as a special resolutions (together the **Special Resolutions**), and
- resolution 2 is passed as an ordinary resolution (**Ordinary Resolution**)

(the Ordinary Resolution and the Special Resolutions to be known collectively as the **Resolutions**)

SPECIAL RESOLUTION

- 1 **THAT** the draft regulations attached to this resolution be adopted as the new articles of association of the Company in substitution for, and to the exclusion of, all existing articles of association

ORDINARY RESOLUTION

- 2 **THAT**, following the passing of resolution 1 above, in accordance with section 551 of the Act, the Directors be generally and unconditionally authorised to allot 8 A ordinary shares of £1 each and 12 C ordinary shares of £1 each in the Company up to an aggregate nominal amount of £20 provided that this authority shall, unless renewed, varied or revoked by the Company, expire on the date before the fifth anniversary of the passing of this Resolution save that the Company may, before such expiry, make an offer or agreement which would or might require shares to be allotted and the Directors may allot shares in pursuance of such offer or agreement notwithstanding that the authority conferred by this resolution has expired

SPECIAL RESOLUTION

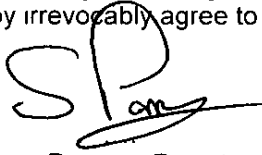
- 3 **THAT**, subject to the passing of the resolution 2 above and in accordance with section 570 of the Act, the Directors be generally empowered to allot equity securities (as defined in section 560 of the Act) pursuant to the authority conferred by this resolution, as if section 561(1) of the Act did not apply to any such allotment, provided that this power shall
 - (a) be limited to the allotment of 8 A ordinary shares of £1 each and 12 C Ordinary shares of £1 each up to an aggregate nominal amount of £20, and

- (b) expire on the date before the fifth anniversary of the passing of this Resolution (unless renewed, varied or revoked by the Company prior to or on that date) save that the Company may, before such expiry make an offer or agreement which would or might require equity securities to be allotted after such expiry and the Directors may allot equity securities in pursuance of any such offer or agreement notwithstanding that the power conferred by this resolution has expired

AGREEMENT

Please read the notes at the end of this document before signifying your agreement to the Resolutions

The undersigned, being persons entitled to vote on the Resolutions on the Circulation Date, hereby irrevocably agree to the Resolutions

A handwritten signature in black ink, appearing to be 'SP' followed by a flourish.

**Stephen Parry, a Director for and
on behalf of On Site Services (Group) Limited**

Date 7 July 2016

Company Number. 08711470

NOTES

- 1 "Eligible Members" are the members who are entitled to vote on the Resolutions on the Circulation Date
- 2 If you agree with the Resolution, please indicate your agreement by signing and dating this document where indicated above and returning it to the Company using one of the following methods

By Hand delivering the signed copy to Pannone Corporate LLP, 378-380 Deansgate, Manchester, M3 4LY for the attention of Craig Geraghty

Post returning the signed copy by post to Pannone Corporate LLP, 378-380 Deansgate, Manchester, M3 4LY for the attention of Craig Geraghty
- 3 If you do not agree to the Resolutions, you do not need to do anything, you will not be deemed to agree if you fail to reply
- 4 Once you have indicated your agreement to the Resolutions, you may not revoke your agreement
- 5 To be valid, this document must be received no later than midday on the date which is 28 days from the Circulation Date. If the Resolutions are not received by this time your vote will not count. Unless sufficient eligible members sign and return the Resolutions by that deadline, the Resolutions will lapse
- 6 In the case of joint holders of shares, only the vote of the senior holder who votes will be counted by the Company. Seniority is determined by the order in which the names of the joint holders appear in the register of members
- 7 If you are signing this document on behalf of a person under a power of attorney or other authority please send a copy of the relevant power of attorney or authority when returning this document

COMPANY NO: 08711470

COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

ARTICLES OF ASSOCIATION

OF

OSS COMMERCIAL FLOORING LIMITED

INCORPORATED 30 September 2013

As adopted by special resolution dated 7/7 2016



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Company Number: 08711470

COMPANIES ACT 2006

PRIVATE COMPANY LIMITED BY SHARES

ARTICLES OF ASSOCIATION

of

OSS COMMERCIAL FLOORING LIMITED

As adopted by special resolution on 2016

PART 1

INTERPRETATION AND LIMITATION OF LIABILITY

1 Interpretation

- 1.1 In these Articles, unless expressly provided otherwise, the following words have the following meanings

AC Shares: means the A Shares and the C Shares, as if the same constituted one class of shares in the capital of the Company

A Director: has the meaning set out in Article 15.4

A Shares means the A ordinary shares of £1 each in the capital of the Company, which have the rights set out in these Articles

A Shareholder: means a holder of A Shares

Act: the Companies Act 2006

acting in concert has the meaning given to it in the City Code on Takeovers and Mergers published by the Panel on Takeovers and Mergers (as amended)

Adoption Date the date of adoption of these Articles

Allocation Notice has the meaning given in Article 29.10

Applicant: has the meaning given in Article 29.10

Approved Option: an option for either (i) the Company or (ii) such other Shareholder, to purchase the Shares in the Company held by a Shareholder who has died on the terms of the Approved Option Agreement

Approved Option Agreement an option agreement, in agreed form, setting out the terms of the Approved Option

Articles: the Company's articles of association for the time being in force

Auditors: means the auditors appointed (with Specified Consent) from time to time in respect of the Company or, if none are so appointed, the accountants of the Company

Available Profits. profits available for distribution within the meaning of part 23 of the Act

Bad Leaver a person who becomes a Defaulting Shareholder who is not a Good Leaver

Board: means the board of Directors from time to time

Business Day: any day (other than a Saturday, Sunday or public holiday in the United Kingdom) on which clearing banks in the City of London are generally open for business

C Shares means the C ordinary shares of £1 each in the capital of the Company, which have the rights set out in these Articles

Called Shareholders: has the meaning given in Article 32 1

Called Shares: has the meaning given in Article 32 2(a)

Chairman: means the chairman of the Board from time to time

Company: means OSS Commercial Flooring Limited (Company number 08711470)

Conflict: has the meaning given in Article 13 1

Connected: has the meaning given in section 1122 of the Corporation Tax Act 2010

Controlling Interest an interest in Shares conferring on the holder or holder's control of the Company within the meaning of section 1124 of the Corporation Tax Act 2010

Deemed Transfer Notice: a Transfer Notice which is deemed to have been served by any of the provisions of these Articles

Default Notice: has the meaning given in Article 31 1

Defaulting Shares means in relation to a Defaulting Shareholder, any Shares

- (a) held by the Defaulting Shareholder at the time of the relevant Event of Default,
- (b) acquired by the Defaulting Shareholder, and/or his personal representatives after the occurrence of the Event of Default but before completion of the transfer of shares pursuant to the Deemed Transfer Notice in question, including but not limited to pursuant to any Share Option Scheme or any other scheme or arrangement entered into prior to the Event of Default,

together with, in any case, any further Shares received by any person referred to above at any time after the relevant Event of Default by way of rights or on a capitalisation in respect of any of the Shares referred to above

Directors: the directors of the Company from time to time

Disposal: the disposal by the Company of all, or a substantial part of, its business and assets

Drag Along Notice: has the meaning given to it in Article 32 2

Drag Along Option: has the meaning given in Article 32 1

Eligible Director means a Director who would be entitled to vote on the matter at a meeting of Directors (but excluding any Director whose vote is not to be counted in respect of the particular matter)

Employee Shareholder. means a holder of C Shares

Excess Securities has the meaning given in Article 24 3(c)

Exit: a Share Sale or a Disposal

Event of Default means the occurrence of any of the following events in relation to an Employee Shareholder (**Defaulting Shareholder**)

- (a) an order being made for the bankruptcy of the Defaulting Shareholder,
- (b) the Defaulting Shareholder convening a meeting of his creditors or circulating a proposal in relation to, or taking any other steps with a view to, making an arrangement or composition in satisfaction of his creditors generally,
- (c) the Defaulting Shareholder ceasing to pay his debts as they fall due (within the meaning of section 268 Insolvency Act 1986),
- (d) the appointment of a receiver, manager or administrative receiver over all or any part of the Defaulting Shareholder's assets, or any other steps being taken to enforce any Encumbrance over all or any part of the Defaulting Shareholder's assets or any Shares held by the Defaulting Shareholder,
- (e) any event equivalent or analogous to any of those described in paragraphs (a) to (d) above occurring in respect of the Defaulting Shareholder under the law of any jurisdiction outside England and Wales,
- (f) by reason of that Defaulting Shareholder's mental health, a court makes an order which wholly or partly prevents that Defaulting Shareholder from personally exercising any powers or rights which that person would otherwise have,
- (g) the death of the Defaulting Shareholder,
- (h) the Defaulting Shareholder ceases for any reason to be a director or employee of any Group Company and does not continue as, or become, a director or employee of any other Group Company, or
- (i) the Defaulting Shareholder fails to remedy a material breach by him of any obligation under any Relevant Agreement or these Articles within 30 Business Days of notice to remedy the breach being served by all the other Shareholders

Fair Value. has the meaning given in Article 30 2

Financial Year an accounting reference period (as defined in section 391 of the Act) of the Company

First Offer Period has the meaning given in Article 29 8

Good Leaver: a person who becomes a Defaulting Shareholder for one of the following reasons

- (a) his death, or
- (b) his personal incapacity due to ill health or disability, or
- (c) retirement at his normal retirement age, or
- (d) any other person deemed to be a Good Leaver from the Board (acting with the consent of the Specified Majority)

Group: the Company and its subsidiaries (if any) from time to time and **Group Company** shall be construed accordingly

holding company: has the meaning given in section 1159 of the Act

Independent Expert: the Auditors or, if they decline the instruction, an independent firm of accountants jointly appointed by the Shareholders or, in the absence of agreement between the Shareholders, an independent firm of accountants appointed by the President, for the time being, of the Institute of Chartered Accountants of England and Wales (in each case acting as an expert and not as an arbitrator)

Interested Director: has the meaning given in Article 13 1

Model Articles: the model articles for private companies limited by shares contained in Schedule 1 to The Companies (Model Articles) Regulations 2008 (SI 2008/3229), as amended prior to the Adoption Date

New Securities: any Shares or other securities convertible into, or carrying the right to subscribe for Shares, issued by the Company after the Adoption Date

New Shareholder. has the meaning set out in Article 32 10

Offeree: has the meaning given in Article 24 2

Proposed Buyer: has the meaning given in Article 32 1

Proposed Sale Price: has the meaning given in Article 29 2(c)

Proposed Transferee: has the meaning given in Article 33 1(b)

Proposed Transferee Notice: has the meaning given in Article 33 1

Proxy Notification Address has the meaning set out in Article 56

Relevant Agreement: means any agreement relating (in whole or part) to the Company which is binding from time to time on the Company and the Shareholders and which (expressly or by implication) supplements and/or prevails over any provisions of these articles

Relevant Shareholders has the meaning given in Article 31 1

Remaining Shareholder: has the meaning given in Article 33 3

Sale Shares: has the meaning given in Article 29 2(a)

Seller has the meaning given in Article 29 2

Selling Shareholders: has the meaning given in Article 32 1

Sellers' Shares has the meaning given in Article 32 1

Shareholder: a holder for the time being of any Share or Shares

Share Option Scheme: any share option scheme of the Company which a Specified Majority identifies in writing as being a Share Option Scheme for the purposes of these Articles

Shares: shares (of any class) in the capital of the Company which, as at the Adoption Date, shall include the A Shares and C Shares and **Share** shall be construed accordingly

Share Sale: the sale of (or the grant of a right to acquire or to dispose of) any Shares (in one transaction or as a series of transactions) to a Third Party Purchaser which would, if completed, result in that Third Party Purchaser (or grantee of that right) and persons acting in concert with him together acquiring a Controlling Interest

Specified Consent. the prior written consent of a Specified Majority (or alternatively the passing of a resolution at a properly convened and quorate meeting of the Board where such Shareholders (or their appointees) are present and have voted in favour of that resolution in their capacities as Directors)

Specified Majority: the holders of not less than 51% of the A Shares that carry voting rights from time to time

Subscription Price: the amount paid up or credited as paid up on a Share, including the full amount of any premium at which such Share was issued whether or not such premium is subsequently applied for any purpose

subsidiary in relation to a holding company wherever incorporated, means a "subsidiary" (as defined in section 1159 of the Act) for the time being and any other company which for the time being is itself a subsidiary (as so defined) of a company which is itself a subsidiary of such holding company

Surplus Assets has the meaning given in Article 20 1

Surplus Shares: has the meaning given in Article 29 9(c)

Third Party Purchaser: means any person who is not

- (a) a Shareholder, or
- (b) Connected to a person who is a Shareholder

Transfer Notice has the meaning given in Article 29 2 and

Transfer Price has the meaning given in Article 30 1

Transferring Shareholders. has the meaning set out in Article 33 1(a)

Transmittee: means a person that becomes entitled to a Share by reason of the death or bankruptcy of a Shareholder or otherwise by operation of law

- 1 2 A reference in these Articles to an **Article** is a reference to the relevant numbered article of these Articles unless expressly provided otherwise
- 1 3 Save as otherwise specifically provided in these Articles, words and expressions which have particular meanings in Act shall have the same meanings in these Articles, subject to which and unless the context otherwise requires (but excluding any statutory modification of the Act not in force on the Adoption Date)
- 1 4 Headings in these Articles are used for convenience only and shall not affect the construction or interpretation of these Articles
- 1 5 In these Articles, words denoting the singular include the plural and vice versa and reference to one gender includes the other gender and neuter and vice versa
- 1 6 Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of
- (a) any subordinate legislation from time to time made under it, and
 - (b) any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts
- 1 7 Any phrase introduced by the terms "including", "include", "in particular" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms
- 1 8 The Model Articles shall not apply to the Company
- 1 9 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality, including a trust) and that person's legal and personal representatives, successors and permitted assigns
- 1 10 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established

2 Liability of Shareholders

The liability of Shareholders is limited to the amount, if any, unpaid on the Shares held by them

PART 2

DIRECTORS

DIRECTORS' POWERS AND RESPONSIBILITIES

3 Directors' general authority

Subject to the remaining provisions of the Articles and to any Relevant Agreement, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company

4 Directors may delegate

4 1 Subject to the other provisions of the Articles and to any Relevant Agreement, the Directors may delegate any of the powers which are conferred on them under the Articles

- (a) to such person or committee,
- (b) by such means (including by power of attorney),
- (c) to such an extent,
- (d) in relation to such matters or territories, and
- (e) on such terms and conditions,

as they think fit

4 2 If the Directors so specify (subject to any Relevant Agreement), any such delegation may authorise further delegation of the Directors' powers by any person to whom they are delegated

4 3 The Directors may (subject to any Relevant Agreement) revoke any delegation in whole or part, or alter its terms and conditions

5 Committees

Committees to which the Directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the Articles which govern the taking of decisions by Directors

DECISION-MAKING BY DIRECTORS

6 Proceedings of directors

6 1 Any decision of the Directors must be taken at a meeting of Directors in accordance with these Articles or must be a decision taken in accordance with Article 6 2 (subject to Article 6 3 and Article 6 4) All decisions made at any meeting of the Directors (or any committee of the Directors) shall be made only by resolution and resolutions at any meeting of the Directors (or committee of the Directors) shall be decided by a majority of votes

6 2 A unanimous decision of the Directors is taken when all Eligible Directors indicate to each other by any means that they share a common view on a matter

- 6 3 A decision taken in accordance with Article 6 2 may take the form of a resolution in writing, where each Eligible Director has signed one or more copies of it, or to which each Eligible Director has otherwise indicated agreement in writing
- 6 4 A decision may not be taken in accordance with Article 6 2 if the Eligible Directors would not have formed a quorum at a Directors' meeting to vote on the matter in accordance with Article 8 3
- 6 5 Meetings of the Directors shall take place at regular intervals to be determined by the Board from time to time Any Director may call a meeting of the At least 2 Business Days' advance notice of each such meeting shall be given to each Director (except with the prior consent of the A Director, when meetings of the Directors may take place on shorter notice), and such notice shall contain the information set out in Article 6 6
- 6 6 Notice of any Directors' meeting must indicate
- (a) its proposed date and time,
 - (b) where it is to take place,
 - (c) if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting, and
 - (d) the general nature of the business that is proposed to be discussed at the meeting
- 6 7 Notice of a Directors' meeting need not be given to Directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the Company not more than 7 days after the date on which the meeting is held Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it
- 6 8 The Company shall send to each Director
- (a) a written agenda for each Board meeting, accompanied by all relevant papers, and
 - (b) as soon as practicable after each such meeting, a copy of the minutes of such meetings
- 6 9 Where decisions of the Directors are taken by electronic means, such decisions shall be recorded by the Directors in permanent form as soon as practicable after the meeting, so that they may be read with the naked eye
- 6 10 Subject to these Articles and any Relevant Agreement, the Directors may make any rule which they think fit about how they take decisions and about how such rules are to be recorded or communicated to Directors
- 7 Participation in directors' meetings**
- 7 1 Subject to the other provisions of the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when
- (a) the meeting has been called and takes place in accordance with the Articles, and
 - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting

7 2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other

7 3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is

8 Quorum for Directors' meetings

8 1 At a Directors' meeting, no proposal is to be voted on unless a quorum is participating, save that if the number of Directors in office for the time being is less than the current quorum, the Directors in office shall be able to take a decision to

(a) appoint further Directors, or

(b) call a general meeting so as to enable the Shareholders to appoint further Directors

8 2 The general rule is that, subject to Article 8 3 and Article 8 4, the quorum for any meeting (or, where specified below, part of a meeting) of the Directors shall be two Eligible Director, which must include the A Director where the A Director is an Eligible Director

8 3 If the necessary quorum is not present within 30 minutes from the time appointed for the meeting, or if, during a meeting, such quorum ceases to be present, the meeting shall stand adjourned to such time and place as a majority of the Directors present shall determine (and this shall be notified to each director) If a quorum is not present at any such reconvened meeting (**Second Meeting**) within half an hour from the time appointed, then the Second Meeting shall be adjourned to the same day in the next week at the same time and place or at such time and place as determined by the Directors present at the Second Meeting (and this shall be notified to each Director) If the Second Meeting is so adjourned, then the quorum necessary for the transaction of business at the reconvened meeting shall not require the presence of, in the case of a repeated absence of a particular Director, that particular Director, and in the event of such absence any Director(s) present at such reconvened meeting shall constitute a quorum

8 4 The following provisions of this Article 8 4 contain the exceptions to the general rule contained in Article 8 2 regarding quorum

Persistent failure to attend

(a) The general rule in Article 8 2 shall not apply in the circumstances described in the final sentence of Article 8 3

Conflict authorisations

(b) For the purposes of any meeting (or part of a meeting) held pursuant to Article 12 1 to authorise a Conflict (as defined in Article 13 1), if there is only one Eligible Director in office other than the conflicted Director(s), the quorum for such meeting (or part of a meeting) shall be one Eligible Director

9 Chairing of directors' meetings

9 1 The Directors may appoint a Director to chair their meetings

9 2 The person so appointed for the time being is known as the Chairman

9 3 The Directors may terminate the Chairman's appointment at any time

- 9 4 If the Chairman is not participating in a Directors' meeting within ten minutes of the time at which it was to start, the participating Directors must appoint one of themselves to chair it

10 Casting vote

If the numbers of votes for and against a proposal at a meeting of Directors are equal, the Chairman or other Director chairing the meeting does not have a casting vote

11 Records of decisions to be kept

The Directors must ensure that the Company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the Directors

12 Transactions or other arrangements with the Company

- 12 1 Subject to sections 177(5) and 177(6) and sections 182(5) and 182(6) of the Act and provided he has declared the nature and extent of his interest in accordance with the requirements of the Companies Acts, a Director who is in any way, whether directly or indirectly, interested in an existing or proposed transaction or arrangement with the Company

- (a) may be a party to, or otherwise interested in, any transaction or arrangement with the Company or in which the Company is otherwise (directly or indirectly) interested,
- (b) shall be an eligible Director for the purposes of any proposed decision of the Directors (or committee of Directors) in respect of such contract or proposed contract in which he is interested,
- (c) shall be entitled to vote at a meeting of Directors or of a committee of the Directors, or participate in any unanimous decision, in respect of such contract or proposed contract in which he is interested,
- (d) may act by himself or his firm in a professional capacity for the Company (otherwise than as auditor) and he or his firm shall be entitled to remuneration for professional services as if he were not a Director,
- (e) may be a Director or other officer of, or employed by, or a party to a transaction or arrangement with, or otherwise interested in, any body corporate in which the Company is otherwise (directly or indirectly) interested, and
- (f) shall not, save as he may otherwise agree, be accountable to the Company for any benefit which he (or a person connected with him (as defined in section 252 of the Act)) derives from any such contract, transaction or arrangement or from any such office or employment or from any interest in any such body corporate and no such contract, transaction or arrangement shall be liable to be avoided on the grounds of any such interest or benefit nor shall the receipt of any such remuneration or other benefit constitute a breach of his duty under section 176 of the Act

- 12 2 For the purposes of this Article, references to proposed decisions and decision-making processes include any Directors' meeting or part of a Directors' meeting

13 Directors' conflicts

- 13 1 The Directors may, in accordance with the requirements set out in this Article 13, authorise any matter or situation proposed to them by any Director which would, if not

authorised, involve a Director (an **Interested Director**) breaching his duty under section 175 of the Act to avoid conflicts of interest (**Conflict**)

- 13 2 Any authorisation under this Article 13 1 will be effective only if
- (a) to the extent permitted by the Act, the matter in question shall have been proposed by any Director for consideration in the same way that any other matter may be proposed to the Directors under the provisions of these Articles,
 - (b) any requirement as to the quorum for consideration of the relevant matter is met without counting the Interested Director, and
 - (c) the matter was agreed to without the Interested Director voting or would have been agreed to if the Interested Director's vote had not been counted
- 13 3 Any authorisation of a Conflict under this Article 13 may (whether at the time of giving the authorisation or subsequently)
- (a) extend to any actual or potential conflict of interest which may reasonably be expected to arise out of the matter or situation so authorised,
 - (b) provide that the Interested Director be excluded from the receipt of documents and information and the participation in discussions (whether at meetings of the Directors or otherwise) related to the Conflict,
 - (c) provide that the Interested Director shall or shall not be an Eligible Director in respect of any future decision of the Directors in relation to any resolution related to the Conflict,
 - (d) impose upon the Interested Director such other terms for the purposes of dealing with the Conflict as the Directors think fit,
 - (e) provide that, where the Interested Director obtains, or has obtained (through his involvement in the Conflict and otherwise than through his position as a Director of the Company) information that is confidential to a third party, he will not be obliged to disclose that information to the Company, or to use it in relation to the Company's affairs where to do so would amount to a breach of that confidence, and
 - (f) permit the Interested Director to absent himself from the discussion of matters relating to the Conflict at any meeting of the Directors and be excused from reviewing papers prepared by, or for, the Directors to the extent they relate to such matters
- 13 4 Where the Directors authorise a Conflict, the Interested Director will be obliged to conduct himself in accordance with any terms and conditions imposed by the Directors in relation to the Conflict
- 13 5 The Directors may revoke or vary such authorisation at any time, but this will not affect anything done by the Interested Director, prior to such revocation or variation, in accordance with the terms of such authorisation
- 13 6 A Director is not required, by reason of being a Director (or because of the fiduciary relationship established by reason of being a Director), to account to the Company for any remuneration, profit or other benefit which he derives from or in connection with a relationship involving a Conflict which has been authorised by the Directors in accordance with these Articles or by the Company in general meeting (subject in each case to any terms and conditions attaching to that authorisation) and no contract shall be liable to be avoided on such grounds

APPOINTMENT AND REMOVAL OF DIRECTORS

14 Number of Directors

There shall be no maximum number of directors of the Board holding office at any one time and there shall be a minimum of one, unless otherwise agreed

15 Methods of appointing Directors

15 1 Subject to and in accordance with this Article 15 and any Relevant Agreement, any person who is willing to act as a Director, and is permitted by law to do so, may be appointed to be a Director

15 2 In any case where, as a result of death or bankruptcy, the Company has no Shareholders and no Directors, the Transmitttee(s) of the last Shareholder to have died or to have a bankruptcy order made against him (as the case may be) have the right, by notice in writing, to appoint a natural person (including a Transmitttee who is a natural person), who is willing to act and is permitted to do so, to be a Director

15 3 For the purposes of Article 15 2 where 2 or more Shareholders die in circumstances rendering it uncertain who was the last to die, a younger Shareholder is deemed to have survived an older Shareholder

15 4 The holders of the majority of the A Shares shall have the right to appoint and maintain in office the greater of (i) two natural person and (ii) a majority in number of the directors in office, as the A Shareholder may from time to time direct to act as director of the Company, including themselves, and may also remove their nominee as Director at any time and appoint a replacement (being an **A Director**)

15 5 In addition to any Directors that are appointed by way of nomination by the relevant Shareholder pursuant to Article 15 4 above, each Group Company may only appoint additional directors with Specified Consent

16 Termination of Director's appointment

16 1 A person ceases to be a Director as soon as

- (a) that person ceases to be a Director by virtue of any provision of the Act or is prohibited from being a director by law,
- (b) an order is made for the bankruptcy of that person,
- (c) that person convenes a meeting of his creditors or circulates a proposal in relation to, or takes any other steps with a view to, making an arrangement or composition in satisfaction of his creditors generally,
- (d) that person ceases to pay his debts as they fall due (within the meaning of section 268 Insolvency Act 1986,
- (e) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a Director and may remain so for more than three months,
- (f) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have,

- (g) notification is received by the Company from the Director that the director is resigning from office, and such resignation has taken effect in accordance with its terms,
 - (h) that person resigns from office in accordance with Article 16 2,
 - (i) that person is removed from office in accordance with Article 15 4 or 15 5,
 - (j) that person dies,
 - (k) that person fails to remedy a material or persistent breach by him of any obligation under any terms on which he is employed or engaged by any Group Company within 20 Business Days of notice to remedy the breach being served by all the other Directors,
 - (l) he is convicted of a criminal offence (other than a minor motoring offence) and a majority of the other Directors resolve that he cease to be a Director,
 - (m) the holder(s) of a majority of the A Shares from time to time, serves written notice at the registered office of the Company to remove any Director from office from time to time Such removal will take effect on the later of (i) the date of service of the notice on the Company and (ii) such later date specified in the notice, or
 - (n) in the case of an Employee Shareholder only, he shall cease to be employed by the Company or other Group Company (as appropriate) and does not continue as an employee of any other Group Company
- 16 2 In the event that an Employee Shareholder ceases to hold any shares in the Company and at that time that Shareholder is a director of any Group Company he shall, unless the Specified Majority may otherwise decide, immediately resign from all offices held with any Group Company and shall indemnify each Group Company in respect of any claim brought against that Group Company for such loss of office
- 17 Directors' remuneration**
- 17 1 Subject to any Relevant Agreement, Directors may undertake any services for the Company that the Directors decide
- 17 2 Subject to any Relevant Agreement, Directors are entitled to such remuneration as the Directors determine
- (a) for their services to the Company as Directors, and
 - (b) for any other service which they undertake for the Company
- 17 3 Subject to the other provisions of the Articles and any Relevant Agreement, a Director's remuneration may
- (a) take any form, and
 - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that Director
- 17 4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day
- 17 5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of

the Company's subsidiaries or of any other body corporate in which the Company is interested

18 Directors' and secretary's expenses

18 1 Subject to any Relevant Agreement, the Company may pay any reasonable expenses which the Directors and the secretary properly incur in connection with their attendance at

- (a) meetings of Directors or committees of Directors,
- (b) general meetings, or
- (c) separate meetings of the holders of any class of Shares or of debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company

19 Secretary

The Directors may appoint any person who is willing to act as the secretary for such term, at such remuneration and upon such conditions as they may think fit and from time to time remove such person and, if the Directors so decide, appoint a replacement, in each case by a decision of the Directors (subject to any Relevant Agreement)

PART 3

SHARES AND DISTRIBUTIONS

20 Liquidation preference

20 1 On a return of assets on liquidation, capital reduction or otherwise (other than a conversion or purchase of Shares), the assets of the Company remaining after the payment of its liabilities (**Surplus Assets**) shall (to the extent that the Company is lawfully able to do so) be distributed amongst the holders of the Shares in the following manner

- (a) first in paying to the holders of the Shares, an amount equivalent to a Distribution received by the Company that has not been paid by the Company to the holders of the relevant Shares in accordance with the provisions of Article 40,
- (b) thereafter in paying the balance to the holders of the AC Shares (as if they constituted one class of shares), to be distributed amongst the holders of the AC Shares pro rata to their holding of AC Shares,

21 Exit provisions

21 1 On an Exit, the provisions of this Article 21 shall apply to determine the allocation of the proceeds of such Exit

21 2 On a Share Sale which relates to the sale of the entire issued share capital of the Company, the proceeds from the Share Sale shall be paid by all the Shareholders into a joint account at a UK clearing bank (to be agreed by the Shareholders immediately prior to the completion of the Share Sale) and the proceeds from the Share Sale shall be applied between the Shareholders in the same manner as set out in Article 20

21 3 On a Share Sale which relates to the sale of only part of the issued share capital of the Company, the proceeds from the Share Sale shall be paid by those Shareholders who are selling shares as part of the Share Sale (**Selling Shareholders**), into a joint account at a UK clearing bank (to be agreed by the Shareholders immediately prior to the completion of the Share Sale) and the proceeds from the Share Sale shall be applied between the Selling Shareholders in the same manner as set out in Article 20 save the relevant receipts shall be reduced proportionally to the number of AC Shares forming part of the Share Sale as against the total number of AC Shares in issue at the time of the Share Sale

21 4 In the event of a Share Sale occurring where the whole or any part of the proceeds are to be received by the Shareholders in a form other than cash, the Shareholders shall enter into such arrangements in relation to such proceeds as they may agree to ensure that such non-cash consideration is allocated amongst the Shareholders so as to achieve the same commercial effect as would be the case pursuant to Article 21 2 or Article 21 3 if such consideration had actually been received in cash

21 5 In the event that the application of any provision of this Article 21 cannot be agreed between the Shareholders, any such matters in dispute shall be referred by the Board to an Independent Expert whose costs shall be borne by the Shareholders in such proportions as the Independent Expert may determine having regard to the conduct of the Shareholders and the merits of their arguments in relation to the matter(s) in dispute and whose decision shall be final and binding on all Shareholders (save in the case of manifest error)

22 All Shares to be fully paid up

22 1 No Share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the Company in consideration for its issue

22 2 This does not apply to Shares taken on the formation of the Company by the subscribers to the Company's memorandum

23 Directors' authority to allot shares

23 1 Save to the extent authorised by these Articles or any Relevant Agreement, the Directors shall not exercise any power to allot Shares or to grant rights to subscribe for, or to convert any security into, any Shares

23 2 Subject to the remaining provisions of this Article 23, the Directors are generally and unconditionally authorised, for the purposes of section 551 of the Act, to exercise any power of the Company to

(a) offer or allot,

(b) grant rights to subscribe for or to convert any security into, and

(c) otherwise deal in, or dispose of,

any Shares (or any options, warrants, conversion rights and all other rights to acquire or subscribe for Shares) to any person, at any time and subject to any terms and conditions as the Directors think proper

23 3 The authority referred to in Article 23 2

(a) shall be limited to a maximum nominal amount of £100 of Shares,

(b) shall only apply insofar as the Company has not, subject to these Articles, renewed, waived or revoked it by ordinary resolution, and

- (c) may only be exercised for a period of five years from the Adoption Date save that, subject to these Articles, the Directors may make an offer or agreement which would, or might, require any Shares to be allotted after the expiry of such authority (and the Directors may allot Shares in pursuance of an offer or agreement as if such authority had not expired)
- 23 4 The Company shall not allot or issue any Shares or other equity securities to any person, unless that person has executed and delivered a deed of adherence in respect of any Relevant Agreement
- 24 Pre-emption rights on the issue of further shares**
- 24 1 In accordance with section 567(1) of the Act, sections 561 and 562 of the Act shall not apply to an allotment of equity securities (as defined in section 560(1) of the Act) made by the Company
- 24 2 If the Company proposes to allot any New Securities, those New Securities shall not be allotted to any person unless the Company has first offered them subject to Article 24 6 to the holders (on the date of the offer) of the AC Shares (as if the same constituted one class of shares (each an **Offeree**) and in the respective proportions that the number of AC Shares held by each such holder bears to the total number of AC Shares held by all such holders (as nearly as possible without involving fractions) and on the same terms, and at the same price, as those New Securities are being, or are to be, offered to any other person
- 24 3 An offer made under Article 24 2 shall
- (a) be in writing and give details of the number, class and subscription price (including any share premium) of the New Securities being offered,
 - (b) remain open for a period of 20 Business Days from the date of service of the offer, and
 - (c) stipulate that any Offeree who wishes to subscribe for a number of New Securities in excess of the number to which he is entitled under Article 24 2 shall, in his acceptance, state the number of excess New Securities (**Excess Securities**) for which he wishes to subscribe (save that any Offeree can only subscribe for any additional New Securities in respect of those classes of Shares which are already registered in his name)
- 24 4 If, on the expiry of an offer made in accordance with Article 24 2, the total number of New Securities applied for is anything less than the total number of New Securities so offered, the Directors shall allot the New Securities to the Offerees in accordance with their applications, subject to a maximum of each Offeree's proportionate entitlement
- 24 5 Any New Securities not accepted by Offerees pursuant to an offer made in accordance with Article 24 2 shall be used to satisfy any requests for Excess Securities made pursuant to Article 24 3(c) If there are insufficient Excess Securities to satisfy such requests, the Excess Securities shall be allotted to the applicants in relation to any AC Shares, in the respective proportions that the number of AC Shares held by each such applicant bears to the total number of such AC Shares held by all applicants (as nearly as possible without involving fractions or increasing the number of Excess Securities allotted to any Shareholder beyond that applied for by him) and, after those allotments, any remaining excess securities shall be offered to any other person(s) as the Directors determine (subject to any Relevant Agreement), at the same price and on the same terms as the offer to the Shareholders
- 24 6 New Securities shall not be offered to any Shareholder that is excluded (either temporarily or permanently) from participating in the allotment and issue of New

Securities under the terms of any Relevant Agreement or these Articles, whether pursuant to Article 27 4(a)(iii) or Article 31 4(a) or otherwise

25 Powers to issue different classes of Share

- 25 1 Subject to the other provisions of the Articles and any Relevant Agreement, but without prejudice to the rights attached to any existing Share, the Company may issue Shares with such rights or restrictions as may be determined by ordinary resolution
- 25 2 Subject to any Relevant Agreement, the Company may issue Shares which are to be redeemed, or are liable to be redeemed at the option of the Company or the holder, and the Directors may determine the terms, conditions and manner of redemption of any such Shares

26 Transfers of Shares: general

- 26 1 In these Articles, reference to the transfer of a Share includes the transfer, assignment or other disposal of a beneficial or other interest in that Share, or the creation of a trust or encumbrance over that Share, and reference to a Share includes a beneficial or other interest in a Share
- 26 2 Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the Directors, which is executed by or on behalf of the transferor
- 26 3 No fee may be charged for registering any instrument of transfer or other document relating to or affecting the title to any Share
- 26 4 The Company may retain any instrument of transfer which is registered
- 26 5 The transferor remains the holder of a Share until the transferee's name is entered in the register of members as holder of it
- 26 6 Any transfer of a Share by way of sale which is required to be made under Article 31 (Compulsory transfers), Article 31 6 (Drag along) or Article 33 (Tag Along) shall be deemed to include a warranty that the transferor sells the Share with full title guarantee
- 26 7 Subject to Article 26 8 and Article 27 1, the Directors shall register any duly stamped transfer made in accordance with these Articles, unless they suspect that the proposed transfer may be fraudulent
- 26 8 The Directors shall, as a condition to the registration of any transfer of Shares, require the transferee to execute and deliver to the Company a deed, in favour of the Company and the Shareholder, agreeing to be bound by the terms of any Relevant Agreement in force between any of the Shareholders and the Company, in such form as the Directors may reasonably require (but not so as to oblige the transferee to have any obligations or liabilities greater than those of the proposed transferor) No transfer may be registered unless and until that deed has been executed and delivered to the Company's registered office by the transferee
- 26 9 Any Transfer Notice but not a Drag Along Notice served in respect of the transfer of any Share which has not completed before the date of service of a Deemed Transfer Notice shall (save with Specified Consent to the contrary) automatically be revoked by the service of a Deemed Transfer Notice

27 Transfers of shares: roadmap of share transfer provisions

- 27 1 No Share shall be transferred, and the Directors shall refuse to register a transfer of any Share, unless it is made in accordance with the provisions of this Article 27 and pursuant to

- (a) Article 28 (Transfer of shares permitted transfers),
 - (b) Article 29 (Transfer of shares Pre-emption rights on the transfer of shares),
 - (c) Article 31 (Transfer of shares Compulsory transfers),
 - (d) Article 31 6 (Transfer of shares Drag along), or
 - (e) Articles 31 6 (Transfer of shares Tag along)
- 27 2 If a Shareholder transfers (or purports to transfer) a Share other than in accordance with these Articles, he shall, save with consent of all of the other Shareholders to the contrary, be deemed to have immediately served a Transfer Notice in respect of all Shares held by him
- 27 3 To enable the Directors to determine whether or not there has been any transfer (or purported transfer) of Shares the Directors may require
- (a) any holder (or the legal representatives of a deceased holder), or
 - (b) any person named as a transferee in a transfer lodged for registration, or
 - (c) such other person as the Directors may reasonably believe to have information relevant to that purpose,
- to provide the Company with any information and evidence that the Directors think fit regarding any matter which they deem relevant to that purpose
- 27 4 If any such information or evidence referred to in Article 27 3 is not provided to enable the Directors to determine to their reasonable satisfaction that no breach of these Articles or any Relevant Agreement has occurred, or that as a result of the information and evidence provided the Directors are reasonably satisfied that such breach has occurred, the Directors shall immediately notify the holder of such Shares of that fact in writing and, if the holder fails to remedy that situation to the reasonable satisfaction of the Directors within 10 Business Days of receipt of such written notice, then, unless otherwise directed in writing by all of the other Shareholders
- (a) any Shares held by the holder shall cease to confer on the holder any rights
 - (i) to vote (whether on a show of hands, on a poll or otherwise and whether in person, by proxy or otherwise), including in respect of any resolution of any class of Shares,
 - (ii) to receive dividends or other distributions otherwise attaching to those Shares, or
 - (iii) to participate in any future allotment and issue of New Securities, and
 - (b) the Directors may, by notice in writing to the relevant holder, determine that a material breach of these Articles has occurred with effect from the date of service of the notice (or such later date as may be specified in such notice)
- 27 5 The Directors may (with consent of all the Shareholders other than the holder of such Shares as referred to in any notice served under Article 27 3) reinstate the rights referred to in Article 27 4(a) at any time

28 Transfers of shares Permitted transfers

Notwithstanding any other provision of these Articles, a transfer of any Shares approved by the Directors (acting with Specified Consent) may be made without any price or other restriction and any such transfer shall be registered by the Directors

29 Transfers of shares Pre-emption rights on the transfer of shares

29 1 Except where the provisions of Article 28 (Permitted transfers of shares), Article 31 6 (Drag along) or Article 33 (Tag along) apply, any transfer of Shares by a Shareholder shall be subject to the pre-emption rights in this Article 29

29 2 A Shareholder who wishes to transfer Shares (a **Seller**) shall, before transferring or agreeing to transfer any Shares, give notice in writing (a **Transfer Notice**) to the Company specifying

- (a) the number of Shares he wishes to transfer (**Sale Shares**),
- (b) the name of the proposed transferee, if any, and
- (c) the price per Sale Share (in cash), if any, at which he wishes to transfer the Sale Shares (the **Proposed Sale Price**)

29 3 Except in the case of a Deemed Transfer Notice (which may not be withdrawn), where the Transfer Price of the Sale Shares comprised within a Transfer Notice is referred to an Independent Expert to determine the Fair Value and such Fair Value is less than the Proposed Sale Price the Seller may, within 5 Business Days of receipt of notification of the Fair Value, withdraw the Transfer Notice. Otherwise, a Transfer Notice may only be withdrawn with Specified Consent

29 4 A Transfer Notice (or Deemed Transfer Notice) constitutes the Company the agent of the Seller for the sale of the Sale Shares at the Transfer Price

29 5 As soon as practicable following the later of

- (a) receipt of a Transfer Notice (or in the case of a Deemed Transfer Notice, the date such notice is deemed to be served), and
- (b) the determination of the Transfer Price,

the Directors shall (unless the Transfer Notice is withdrawn in accordance with Article 29 3) offer the Sale Shares for sale in the manner set out in the remaining provisions of this Article 29 at the Transfer Price. Each offer shall be in writing and shall give details of the number and Transfer Price of the Sale Shares offered

29 6 The Company shall offer the Sale Shares in the following order of priority

- (a) first, subject to the Act, to the Company,
- (b) second, to any current or new employee of the Company (with the consent of the Specified Majority),
- (c) third to the holders of AC Shares as if the same constituted one class of shares, pro rata to their holding of AC Shares (but subject to Articles 31 4),

in each case on the basis set out in Article 29 8 to Article 29 13 (inclusive)

29 7 An offer of Sale Shares made in accordance with Article 29 6(a) shall remain open for acceptance for a period from the date of the offer to the date 10 Business Days after the

offer (both dates inclusive) Any Sale Shares not allocated within that period shall be dealt with in accordance with Article 29 8 and Article 29 9

29 8 Subject to Article 29 7, the Directors (other than the Seller) shall offer any remaining Sale Shares to the holders of Shares (other than the Seller and anyone excluded from such offer and/or these Articles), inviting them to apply in writing within the period from the date of the offer to the date 20 Business Days after the offer (both dates inclusive) (the **First Offer Period**) for the maximum number of Sale Shares they wish to buy

29 9 If

(a) at the end of the First Offer Period, the number of Sale Shares applied for is equal to or exceeds the number of Sale Shares, the Directors (other than the Seller) shall allocate the Sale Shares to each qualifying Shareholder who has applied for Sale Shares of that class of Shares in the proportion which his existing holding of that class of Shares bears to the total number of that class of Shares held by all Shareholders (other than the Seller) Fractional entitlements shall be rounded down to the nearest whole number (save where such rounding would result in not all Sale Shares being allocated, in which case, the allocation of any such fractional entitlements shall be determined by the Directors (other than the Seller)) No allocation shall be made to a Shareholder of more than the maximum number of Sale Shares which he has stated he is willing to buy,

(b) not all Sale Shares are allocated following allocations in accordance with Article 29 9(a), but there are applications for Sale Shares that have not been satisfied, the Directors (other than the Seller) shall allocate the remaining Sale Shares to such applicants in accordance with the procedure set out in Article 29 9(a) The procedure set out in this Article 29 9(b) shall apply on any number of consecutive occasions until either all Sale Shares have been allocated or all applications for Sale Shares have been satisfied, and

(c) at the end of the First Offer Period, the total number of Sale Shares applied for is less than the number of Sale Shares, the Directors (other than the Seller) shall allocate the Sale Shares to the Shareholders in accordance with their applications The balance (the **Surplus Shares**) shall be dealt with in accordance with Article 29 13

29 10 Where allocations have been made in respect of all the Sale Shares, the Directors shall, when no further offers or allocations are required to be made under Article 29 7 to Article 29 9 (inclusive), give notice in writing of the allocations of Sale Shares (an **Allocation Notice**) to the Seller and each Shareholder to whom Sale Shares have been allocated (each an **Applicant**) The Allocation Notice shall specify the number of Sale Shares allocated to each Applicant and the place and time for completion of the transfer of the Sale Shares (which shall be at least 10 Business Days, but not more than 20 Business Days, after the date of the Allocation Notice)

29 11 On the date specified for completion in the Allocation Notice, the Seller shall, against payment from an Applicant, transfer the Sale Shares allocated to such Applicant, in accordance with any requirements specified in the Allocation Notice

29 12 If the Seller fails to comply with Article 29 11

(a) any Director (or some other person nominated by a resolution of the Directors) (other than the Seller) may, as agent and attorney on behalf of the Seller

(i) complete, execute and deliver in his name all documents necessary to give effect to the transfer of the relevant Sale Shares to the Applicants,

- (ii) receive the Transfer Price and give a good discharge for it (and no Applicant shall be obliged to see to the distribution of the Transfer Price), and
 - (iii) (subject to the transfer being duly stamped) enter the Applicants in the register of Shareholders as the holders of the Shares purchased by them, and
 - (b) the Company shall pay the Transfer Price into a separate bank account in the Company's name on trust (but without interest) for the Seller until he has delivered his certificate(s) for the relevant Shares (or an indemnity, in a form reasonably satisfactory to the Directors, in respect of any lost certificate, together with such other evidence (if any) as the Board may reasonably require to prove good title to those Shares) to the Company
- 29 13 Where an Allocation Notice does not relate to all the Sale Shares, then the Seller (acting with Specified Consent) may, at any time during the 20 Business Days following the date of service of the Allocation Notice, transfer the Surplus Shares (as the case may be) to any person at a price at least equal to the Transfer Price

30 Transfers of shares: Valuation

30 1 The **Transfer Price** for each Sale Share the subject of a Transfer Notice (or Deemed Transfer Notice) shall, save where expressly provided otherwise in these Articles, be

- (a) the Proposed Sale Price (if any), or
- (b) if there is no Proposed Sale Price or the Proposed Sale Price is not agreed between the Seller and the Directors, an amount per Sale Share (in cash) agreed between the Seller and the Directors (any Director with whom the Seller is Connected not voting),

provided that in default of agreement between the Seller and the Directors within 10 Business Days of the date of service of the Transfer Notice (or, in the case of a Deemed Transfer Notice, the date of service of a Default Notice), the Directors shall immediately instruct the Independent Expert to determine and certify the Fair Value of each Sale Share in accordance with the remaining provisions of this Article 30

30 2 The **Fair Value** shall be the price per Sale Share determined by the Independent Expert on the following bases and assumptions

- (a) valuing the Sale Shares as on an arm's-length sale between a willing seller and a willing buyer as at the date the Transfer Notice was served (or deemed served),
- (b) if the Company is then carrying on business as a going concern, on the assumption that it will continue to do so,
- (c) that the Sale Shares are capable of being transferred without restriction,
- (d) valuing the Sale Shares as a rateable proportion of the total value of all the issued Shares without any premium or discount being attributable to the percentage of the issued share capital of the Company which they represent, and
- (e) recognising that any loans due from the Company or its Group to the Shareholder may need to be repaid on completion of the transfer,
- (f) in the event of a transfer made pursuant to Article 31 (Transfer of shares Compulsory transfer), reflecting the impact that any actions or omissions that

caused the Event of Default might have on the value of the Company and/or the Defaulting Shares, and

- (g) reflecting any other factors which the Independent Expert reasonably believes should be taken into account
- 30 3 If any difficulty arises in applying any of these assumptions or bases then the Independent Expert shall resolve that difficulty in whatever manner it shall in its absolute discretion think fit
- 30 4 The Directors will give the Independent Expert access to all accounting records or other relevant documents of the Company and any Group Company, subject to it agreeing such confidentiality provisions as the Directors may reasonably impose
- 30 5 The parties are entitled to make submissions to the Independent Expert in writing and shall provide (or procure that others provide) the Independent Expert with such assistance and documents as the Independent Expert may reasonably require for the purpose of reaching a decision
- 30 6 The Independent Expert shall act as expert and not as arbitrator and its determination shall be final and binding on the parties (in the absence of fraud or manifest error)
- 30 7 The Independent Expert shall be requested to determine the Fair Value within 20 Business Days of its appointment and to deliver its certificate to the Company. Forthwith upon receipt, the Company shall deliver a copy of the certificate to the Seller
- 30 8 The cost of obtaining the Independent Expert's certificate shall be borne by the parties equally or in such other proportions as the Independent Expert directs unless
- (a) the Seller withdraws the relevant Transfer Notice in accordance with Article 29 3, or
 - (b) in respect of a Deemed Transfer Notice, the Fair Value is less than the price per Sale Share offered to the Seller by the Directors before the appointment of the Independent Expert,

in which case the Seller shall bear the cost

31 Transfers of shares Compulsory transfers

- 31 1 Subject to Article 31 7, if an Event of Default occurs in relation to a Shareholder then the Shareholders other than the Defaulting Shareholder may, without prejudice to any other rights or remedies which they may have, at any time within 12 months of becoming aware of the relevant Event of Default serve written notice (**Default Notice**) on the Defaulting Shareholder and any other Shareholder holding Defaulting Shares (together the **Relevant Shareholders**), and on the Company, notifying them that the relevant event is an Event of Default in relation to the Relevant Shareholders
- 31 2 If no Default Notice is served within the period of 12 months referred to in Article 31 1, the relevant Event of Default is deemed to have lapsed
- 31 3 If a Shareholder becomes aware of any event which gives rise to, or which may with the passing of time give rise to, an Event of Default in respect of a Shareholder, that Shareholder shall forthwith give notice thereof to the Directors and the other Shareholders
- 31 4 Notwithstanding any other provisions of these Articles, upon service of a Default Notice
- (a) no New Securities shall be issued or required to be offered under any provision of these Articles to the Relevant Shareholders,

- (b) no Sale Shares shall be required to be offered under any provision of these Articles to the Relevant Shareholders,
 - (c) the Relevant Shareholders shall forthwith cease to be required in order to form a quorum at meetings of Shareholders or to be entitled to exercise any voting rights in respect of the Shares registered in their name,
 - (d) the Defaulting Shares shall cease to be entitled to receive dividends or other distributions otherwise attaching to those Shares,
 - (e) any Director appointed by a Relevant Shareholder shall forthwith cease to be required in order to form a quorum at any meeting of the Directors or to be entitled to exercise any vote at any such meeting, and
 - (f) save as set out in this Article 31, a Relevant Shareholder may not sell or dispose of its Shares or any interest in them
- 31 5 Upon service of a Default Notice each Relevant Shareholder shall be deemed to have served a Transfer Notice in respect of all the Defaulting Shares then held by each of them respectively. Such Deemed Transfer Notice shall be deemed to have been served on the same date that the relevant Default Notice is served and shall supersede any current Transfer Notice in respect of any Defaulting Shares. Following deemed service of a Transfer Notice pursuant to this Article 31 5, the Defaulting Shares shall be offered for sale in accordance with the provisions of Articles 29 and 30 as if all of the Defaulting Shares were Sale Shares.
- 31 6 The price of the Shares to be transferred pursuant to Article 31 5 will be
- (a) if the Relevant Shareholder is a Good Leaver, the Fair Value of the Defaulting Shares, and
 - (b) if the Relevant Shareholder is a Bad Leaver at any time, the aggregate Subscription Price of the Defaulting Shares
- 31 7 Where a person who ceases to be a Shareholder of the Company by virtue of his death and there is an Approved Option in place over his Shares, the provisions of the Approved Option Agreement shall prevail over the provisions of this Article 31, and the Shares shall be transferred in accordance with the provisions of the Approved Option Agreement.
- 32 Transfers of shares: Drag along**
- 32 1 If the holders of at least 85% of the AC Shares that carry voting rights from time to time (the **Selling Shareholders**) wish to transfer all of their interest in Shares (**Sellers' Shares**) to a bona fide Third Party Purchaser on arm's-length terms (**Proposed Buyer**), the Selling Shareholders shall have the option (**Drag Along Option**) to require all the other holders of Shares on the date of the request, (**Called Shareholders**) to sell and transfer all their interest in such Shares with full title guarantee to the Proposed Buyer (or as the Proposed Buyer may direct) in accordance with the provisions of this Article 31 6.
- 32 2 The Selling Shareholders may exercise the Drag Along Option by giving notice in writing to that effect (a **Drag Along Notice**), at any time before the completion of the transfer of the Sellers' Shares, to the Proposed Buyer and each Called Shareholder. A Drag Along Notice shall specify
- (a) that the Called Shareholders are required to transfer all their Shares (**Called Shares**) pursuant to this Article 31 6,

- (b) the identity of the Proposed Buyer (and, if relevant, the transferee(s) nominated by the Proposed Buyer),
 - (c) the consideration payable for the Called Shares calculated in accordance with Article 32 4, and
 - (d) the proposed date of completion of transfer of the Called Shares
- 32 3 Once given, a Drag Along Notice may not be revoked save with the prior consent of the Directors, acting with Specified Consent. However, a Drag Along Notice shall lapse if, for any reason, the Selling Shareholders have not completed the transfer of all the Sellers' Shares to the Proposed Buyer (or as the Proposed Buyer may direct) within 30 Business Days of serving the Drag Along Notice. The Selling Shareholders may serve further Drag Along Notices following the lapse of any particular Drag Along Notice.
- 32 4 The consideration (in cash or otherwise) for which the Called Shareholders shall be obliged to sell each of the Called Shares shall be that to which they would be entitled if the total consideration proposed to be paid by the Proposed Buyer were distributed to the holders of the Called Shares and the Sellers' Shares in accordance with the provisions of Article 20 (liquidation preference).
- 32 5 No Drag Along Notice shall require a Called Shareholder to agree to any terms except those specifically set out in this Article 31 6 and Article 26 6.
- 32 6 Completion of the sale and purchase of the Called Shares shall take place on the same date as, and conditional upon the completion of, the sale and purchase of the Sellers' Shares unless
- (a) all of the Called Shareholders and the Selling Shareholders otherwise agree, or
 - (b) that date is less than 10 Business Days after the date of service of the Drag Along Notice, in which case completion of the sale and purchase of the Called Shares shall take place 10 Business Days after the date of service of the Drag Along Notice.
- 32 7 Within 5 Business Days of the Selling Shareholders serving a Drag Along Notice on the Called Shareholders, the Called Shareholders shall deliver stock transfer forms for their Shares in favour of the Proposed Buyer (or as the Proposed Buyer may direct), together with the share certificate(s) in respect of those Shares (or a suitable indemnity in respect thereof) to the Company. On the expiration of that 5 Business Day period the Company shall pay the Called Shareholders, on behalf of the Proposed Buyer, the amounts they are respectively due pursuant to Article 32 4 to the extent the Proposed Buyer has put the Company in the requisite funds. The Company's receipt for the amounts due pursuant to Article 32 4 shall be a good discharge to the Proposed Buyer. The Company shall hold the amounts due to the Called Shareholders pursuant to Article 32 4 in trust for the Called Shareholders without any obligation to pay interest.
- 32 8 To the extent that the Proposed Buyer has not, on the expiration of the 5 Business Day period, put the Company in funds to pay the amounts due pursuant to Article 32 4, the Called Shareholders shall be entitled to the return of the stock transfer forms and share certificate(s) (or suitable indemnity) for the relevant Shares and the Called Shareholders shall have no further rights or obligations under this Article 31 6 in respect of their Shares. For the avoidance of doubt, any aborted transactions attempted under this Article 32 8 shall be without prejudice to any further attempted acquisitions made pursuant to the Drag Along procedure set out in this Article 31 6.
- 32 9 If any Called Shareholder fails to deliver to the Company a duly executed stock transfer form (or forms) in respect of the Called Shares held by him (together with the share certificate(s) in respect of those Called Shares (or a suitable indemnity in respect thereof)), the defaulting Called Shareholder shall be deemed to have appointed any

person nominated for the purpose by the Selling Shareholders to be his agent and attorney to execute and deliver all necessary transfers and take any necessary steps on his behalf, against receipt by the Company (on trust for such holder) of the consideration payable for the Called Shares. After the Proposed Buyer (or person(s) nominated by the Proposed Buyer) has been registered as the holder of any such Called Shares, the validity of such proceedings shall not be questioned by any person. Failure to produce a share certificate shall not impede the registration of any transfer of Shares under this Article 31.6

- 32.10 Upon any person, following the issue of a Drag Along Notice, becoming a Shareholder (or increasing an existing Shareholding) including, without limitation, pursuant to the exercise of any option, warrant or other right to acquire or subscribe for, or to convert any security into, Shares, whether or not pursuant to a Share Option Scheme (a **New Shareholder**), a Drag Along Notice shall be deemed to have been served upon the New Shareholder, on the same terms as the previous Drag Along Notice, who shall then be bound to sell and transfer all such Shares acquired by him to the Proposed Buyer (or as the Proposed Buyer may direct) and the provisions of this Article 31.6 shall apply mutatis mutandis to all Shares held by the New Shareholder, save that completion of the sale of such Shares shall take place forthwith upon the later of the Drag Along Notice being deemed served on the New Shareholder and the date of completion of the sale of the Called Shares
- 32.11 A transfer of Called Shares to a Proposed Buyer (or as the Proposed Buyer may direct) pursuant to a sale in respect of which a Drag Along Notice has been duly served shall not be subject to the pre-emption provisions of Article 29
- 32.12 Any Transfer Notice or Deemed Transfer Notice served in respect of the transfer of any Share which has not completed before the date of service of a Drag Along Notice shall automatically be revoked by the service of a Drag Along Notice]

33 Transfers of shares Tag along rights

33.1 If

- (a) any Shareholder(s) (**Transferring Shareholder(s)**) wish(es) to transfer the legal or beneficial interest in any Shares to any Third Party Purchaser, and
- (b) that transfer would (if registered) result in the Third Party Purchaser (**Proposed Transferee**) and any person with whom he is acting in concert acquiring a Controlling Interest,

then the Transferring Shareholder(s) shall notify the Directors in writing (**Proposed Transferee's Notice**) of such intended transfer not less than 20 Business Days prior to the date on which such sale is proposed to be made. The Directors shall send a copy of the Prospective Transferee's Notice and a copy of the irrevocable offer referred to in Article 33.3 to each Remaining Shareholder (as defined in Article 33.3) immediately on receipt of the same

33.2 The Proposed Transferee's Notice shall set out

- (a) the number and class of Shares which the Transferring Shareholder(s) propose(s) to transfer,
- (b) (where the Shares are to be transferred solely for a consideration payable in cash, including by means of a loan note) the nature and the amount of the consideration for the acquisition of the Shares (expressed as a price per Share) or (in any other case, including a case where a choice of consideration is offered) the nature of the consideration payable per Share and, in either case, the date on which the consideration would be payable,

- (c) the identity of the Proposed Transferee and (if it is a company or a partnership) the person(s) believed by the Transferring Shareholder(s) to control that company,
 - (d) in accordance with Article 33 5 the date on which the offer set out in Article 33 3 is deemed to expire, and
 - (e) the date on which the sale is proposed to be made
- 33 3 The Proposed Transferee's Notice shall be accompanied by a written irrevocable offer by the Proposed Transferee to buy all of the Shares held by each Shareholder other than the Transferring Shareholder(s), together with all the Shares which shall be held by each person other than the Transferring Shareholder(s) who at the date of such offer has rights (whether or not contingent) granted by the Company to acquire Shares and who exercise those rights during the period for which the offer remains open for acceptance, such Shareholders and other persons being referred to in these Articles as **Remaining Shareholders**
- 33 4 The price per Share offered by the Proposed Transferee to the Remaining Shareholders shall be calculated on the basis that the grossed up aggregated consideration paid or payable by the Proposed Transferee (calculated on the basis that he is acquiring the entire issued and to be issued share capital) shall be allocated amongst each class of Share in accordance with the provisions of Article 21 3 together with the relevant proportion of any other consideration (in cash or otherwise) received or receivable by the Transferring Shareholders which can reasonably be regarded as an addition to the price
- 33 5 The offer referred to in Article 33 3 shall remain open for acceptance for not less than 10 Business Days after the date of the Proposed Transferee's Notice and shall provide for the purchase of any Shares to which it relates to be completed at the same time as the purchase of the Shares held by the Transferring Shareholder(s), which may not be earlier than five Business Days after the end of the period within which the offer is open for acceptance
- 33 6 Any Remaining Shareholder may, within the period during which the offer referred to in Article 33 4 remains open for acceptance, notify the Transferring Shareholder(s) and the Proposed Transferee in writing that it wishes to accept that offer
- 33 7 If the Proposed Transferee does not, at the same time set out in its offer for completion of the purchase of any Shares, buy the relevant number of Shares in respect of which notice has been given by a Remaining Shareholder under Article 33 6, no Transferring Shareholder may sell any of the Shares registered in its name to the Proposed Transferee and the Directors shall refuse to register any transfer prohibited by this Article 33 The provisions of this Article 33 shall not apply where the transfer which would otherwise cause this article to apply is made by the Transferring Shareholder pursuant to Article 31 (Compulsory Transfers)
- 33 8 Transfers of shares by the Selling Shareholder(s) and the Remaining Shareholders in accordance with this Article 33 are not subject to the provisions of Article 29 (Transfer of shares Pre-emption on transfer of Shares)
- 34 Transfers of shares Transmission of shares**
- 34 1 If title to a Share passes to a Transmitlee, the Company may only recognise the Transmitlee as having any title to that Share
- 34 2 A Transmitlee who produces such evidence of entitlement to Shares as the Directors may properly require

- (a) may, subject to the other provisions of the Articles, choose either to become the holder of those Shares or to have them transferred to another person, and
 - (b) subject to the other provisions of the Articles (including Article 34 3), and pending any transfer of the Shares to another person, has the same rights as the holder had
- 34 3 Transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of Shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those Shares
- 34 4 The provisions of this Article shall be subject to the provisions of Articles 26 to 34 (inclusive)
- 35 Transfers of shares: Exercise of Transmittees' rights**
- 35 1 Transmittes who wish to become the holders of Shares to which they have become entitled must notify the Company in writing of that wish
- 35 2 If the Transmittes wishes to have a Share transferred to another person, the Transmittes must execute an instrument of transfer in respect of it
- 35 3 Any transfer made or executed under this Article is to be treated as if it were made or executed by the person from whom the Transmittes has derived rights in respect of the Share, and as if the event which gave rise to the transmission had not occurred
- 35 4 The provisions of this Article shall be subject to the provisions of Articles 26 to 34 (inclusive)
- 36 Transfers of shares Transmittes bound by prior notices**
- If a notice is given to a Shareholder in respect of Shares and a Transmittes is entitled to those Shares, the Transmittes is bound by the notice if it was given to the Shareholder before the Transmittes's name, or the name of any person nominated under Article 35 2 has been entered in the register of members
- 37 Company not bound by less than absolute interests**
- Except as required by law, no person is to be recognised by the Company as holding any Share upon any trust, and except as otherwise required by law or the Articles, the Company is not in any way to be bound by or recognise any interest in a Share other than the holder's absolute ownership of it and all the rights attaching to it
- 38 Share certificates**
- 38 1 The Company must issue each Shareholder, free of charge, with one or more certificates in respect of the Shares which that Shareholder holds
- 38 2 Every certificate must specify
 - (a) in respect of how many Shares, of what class, it is issued,
 - (b) the nominal value of those Shares,
 - (c) that the Shares are fully paid, and
 - (d) any distinguishing numbers assigned to them

- 38 3 No certificate may be issued in respect of Shares of more than one class
- 38 4 If more than one person holds a Share, only one certificate may be issued in respect of it
- 38 5 Certificates must
- (a) have affixed to them the Company's common seal, or
 - (b) be otherwise executed in accordance with the Act

39 Replacement share certificates

- 39 1 If a certificate issued in respect of a Shareholder's Shares is
- (a) damaged or defaced, or
 - (b) said to be lost, stolen or destroyed,
- that Shareholder is entitled to be issued with a replacement certificate in respect of the same Shares
- 39 2 A Shareholder exercising the right to be issued with such a replacement certificate
- (a) may at the same time exercise the right to be issued with a single certificate or separate certificates,
 - (b) must return the certificate which is to be replaced to the Company if it is damaged or defaced, and
 - (c) must comply with such conditions as to evidence, and indemnity and the payment of a reasonable fee as the Directors decide

DIVIDENDS AND OTHER DISTRIBUTIONS

40 Dividends

- 40 1 In respect of any Financial Year, the Available Profits of the Company shall be used to pay dividends as set out in this Article 40
- 40 2 The Shareholders shall procure that no dividend or other distribution (by way of capitalisation, repayment or in any other manner) shall be declared, paid or made by the Company out of its distributable profits or any of its reserves
- (a) without a recommendation from the Directors as to its amount, and any proposed dividend shall not exceed the amount recommended by the Directors,
 - (b) without Specified Consent,
 - (c) which is prohibited by any legal commitment binding upon the Company or any Group Company from time to time,
 - (d) which would render the Company or any Group Company unable to pay its debts as and when they fall due,
 - (e) if the terms of any agreement between the Company or any Group Company and its bankers would prohibit it,

40 3 Subject to Article 40 2, Article 40 4 and to the provisions of the Act (as amended from time to time) the Company shall pay to the holders of the AC Shares (as if they constituted one class of shares and pro rata to their holding of AC Shares) by interim dividends at such times and intervals as determined by the Board from time to time

40 4 The AC Shares shall rank *pari passu* with entitlement to dividends except that at any time the Directors (acting with Specified Consent) may resolve to declare dividends of different amounts on the A Shares and C Shares or to pay a dividend on one or more of the A Shares and/or C Shares to the exclusion of another class(es) of the AC Shares, to reflect payments made to Shareholders in lieu of salary payments

41 Payment of dividends and other distributions

41 1 Where a dividend or other sum which is a distribution is payable in respect of a Share, it must be paid by one or more of the following means

- (a) transfer to a bank or building society account specified by the distribution recipient in writing,
- (b) sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered address (if the distribution recipient is a holder of the share), or (in any other case) to an address specified by the distribution recipient in writing,
- (c) sending a cheque made payable to such person by post to such person at such address as the distribution recipient has specified in writing, or
- (d) any other means of payment as the directors agree with the distribution recipient in writing

41 2 In the Articles, "the **distribution recipient**" means, in respect of a Share in respect of which a dividend or other sum is payable

- (a) the holder of the Share, or
- (b) if the Share has two or more joint holders, whichever of them is named first in the register of members, or
- (c) if the holder is no longer entitled to the Share by reason of death or bankruptcy, or otherwise by operation of law, the Transmittree

42 No interest on distributions

42 1 The Company may not pay interest on any dividend or other sum payable in respect of a Share unless otherwise provided by

- (a) the terms on which the Share was issued, or
- (b) the provisions of another agreement between the holder of that Share and the Company

43 Unclaimed distributions

43 1 All dividends or other sums which are

- (a) payable in respect of Shares, and
- (b) unclaimed after having been declared or become payable,

may be invested or otherwise made use of by the Directors for the benefit of the Company until claimed

43 2 The payment of any such dividend or other sum into a separate account does not make the Company a trustee in respect of it

43 3 If

(a) twelve years have passed from the date on which a dividend or other sum became due for payment, and

(b) the distribution recipient has not claimed it,

the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the Company

44 Non-cash distributions

44 1 Subject to the terms of issue of the Share in question, the Company may on the recommendation of the Directors (but subject always to Article 40 1), decide to pay all or part of a dividend or other distribution payable in respect of a Share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company)

44 2 For the purposes of paying a non-cash distribution, the Directors (subject to Article 40 1) may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution

(a) fixing the value of any assets,

(b) paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients, and

(c) vesting any assets in trustees

45 Waiver of distributions

45 1 Subject to Article 45 2, distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a Share by giving the Company notice in writing to that effect, but if

(a) the Share has more than one holder, or

(b) more than one person is entitled to the Share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the Share

45 2 Notice in writing waiving an entitlement to a dividend or other distribution pursuant to Article 45 1 shall be in a form agreed with the Company

CAPITALISATION OF PROFITS

46 Authority to capitalise and appropriation of capitalised sums

46 1 Subject to the other provisions in the Articles and any Relevant Agreement, the Directors may, if they are so authorised by an ordinary resolution

- (a) decide to capitalise any profits of the Company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the Company's share premium account or capital redemption reserve, and
 - (b) appropriate any sum which they so decide to capitalise (**capitalised sum**) to the persons who would have been entitled to it if it were distributed by way of dividend (**persons entitled**) and in the same proportions
- 46 2 Capitalised sums must be applied
 - (a) on behalf of the persons entitled, and
 - (b) in the same proportions as a dividend would have been distributed to them
- 46 3 Any capitalised sum may be applied in paying up new Shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct
- 46 4 A capitalised sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the Company which are then allotted credited as fully paid to the persons entitled or as they may direct
- 46 5 Subject to the other provisions in the Articles and any Relevant Agreement the Directors may
 - (a) apply capitalised sums in accordance with Articles 46 3 and 46 4 partly in one way and partly in another,
 - (b) make such arrangements as they think fit to deal with Shares or debentures becoming distributable in fractions under this Article (including the issuing of fractional certificates or the making of cash payments), and
 - (c) authorise any person to enter into an agreement with the Company on behalf of all the persons entitled which is binding on them in respect of the allotment of Shares and debentures to them under this Article

PART 4

DECISION-MAKING BY SHAREHOLDERS

ORGANISATION OF GENERAL MEETINGS

47 Attendance and speaking at general meetings

- 47 1 A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting
- 47 2 A person is able to exercise the right to vote at a general meeting when
 - (a) that person is able and permitted to vote, during the meeting, on resolutions put to the vote at the meeting, and
 - (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting

47 3 The Directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it

47 4 In determining attendance at a general meeting, it is immaterial whether any two or more Shareholders attending it are in the same place as each other

47 5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them

48 Quorum for general meetings

48 1 No business other than, subject to Article 48 2, the appointment of the chairman of the meeting is to be transacted at a general meeting unless a quorum is present at the commencement of the meeting and also when that business is voted on

48 2 Subject to Article 48 3 and Article 31 4(c), a quorum for general meetings shall be two qualifying persons having the right to vote on the business to be transacted at the meeting, including at least one A Shareholder unless each is a qualifying person only because he is appointed as proxy of a Shareholder in relation to the meeting, and both are proxies of the same Shareholder

48 3 If and for so long as the Company has only one Shareholder, one qualifying person having the right to vote on the business to be transacted at the meeting shall be a quorum

48 4 Any requirements for quorum at general meetings shall be subject to Article 31 4

49 Chairing general meetings

49 1 The Chairman shall chair general meetings. If there is no Chairman in office for the time being, or the Chairman is unable to attend any general meeting, the Directors present (or, if no Directors are present, the meeting) must appoint another Director present at the meeting (or, if no Directors are present, a Shareholder) to chair the meeting and the appointment of the chairman of the meeting must be the first business of the meeting

50 Attendance and speaking by Directors and non-Shareholders

50 1 Directors may attend and speak at general meetings, whether or not they are Shareholders

50 2 The chairman of the meeting may permit other persons who are not

(a) Shareholders, or

(b) otherwise entitled to exercise the rights of Shareholders in relation to general meetings,

to attend and speak at a general meeting

51 Adjournment

51 1 If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it

51 2 The chairman of the meeting may adjourn a general meeting at which a quorum is present if

- (a) the meeting consents to an adjournment, or
 - (b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner
- 51 3 The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting
- 51 4 When adjourning a general meeting, the chairman of the meeting must
 - (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
 - (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting
- 51 5 If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the Company must give at least 5 clear Business Days' notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)
 - (a) to the same persons to whom notice of the Company's general meetings is required to be given, and
 - (b) containing the same information which such notice is required to contain
- 51 6 No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place
- 52 Voting**
- 52 1 Subject to any other provisions in these Articles concerning voting rights (including Articles 27 4(a)(i) and 31 4(c)), each AC Share in the Company shall carry the right to receive notice of and to attend, speak and vote at all general meetings of the Company
- 52 2 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles
- 53 Errors and disputes**
- 53 1 No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid
- 53 2 Any such objection must be referred to the chairman of the meeting, whose decision is final
- 54 Poll votes**
- 54 1 A poll on a resolution may be demanded
 - (a) in advance of the general meeting where it is to be put to the vote, or
 - (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared
- 54 2 A poll may be demanded at any general meeting by any qualifying person (as defined in section 318 of the Act) present and entitled to vote at the meeting

54 3 A demand for a poll may be withdrawn if

- (a) the poll has not yet been taken, and
- (b) the chairman of the meeting consents to the withdrawal

A demand so withdrawn shall not invalidate the result of a show of hands declared before the demand was made

54 4 Polls must be taken immediately and in such manner as the chairman of the meeting directs

55 Content of proxy notices

55 1 Proxies may only validly be appointed by a notice in writing (**proxy notice**) which

- (a) states the name and address of the Shareholder appointing the proxy,
- (b) identifies the person appointed to be that Shareholder's proxy and the general meeting in relation to which that person is appointed,
- (c) is signed by or on behalf of the Shareholder appointing the proxy, or is authenticated in such manner as the directors may determine, and
- (d) is delivered to the Company in accordance with the Articles not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised and in accordance with any instructions contained in the notice of the general meeting (or adjourned meeting) to which they relate,

and a proxy notice which is not delivered in such manner shall be invalid

55 2 The Company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes

55 3 Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions

55 4 Unless a proxy notice indicates otherwise, it must be treated as

- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the relevant general meeting, and
- (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself

56 Delivery of proxy notices

56 1 Any notice of a general meeting must specify the address or addresses at which the Company or its agents will receive proxy notices relating to that meeting, or any adjournment of it

56 2 A proxy notice (and any evidence of the authority of the person executing it on the appointors behalf) may

- (a) in the case of a proxy notice (and any evidence) in hard copy form, be deposited at the registered office or the address specified in the notice of meeting or in any instrument of proxy relating to the meeting sent out by the

Company, at any time before the holding of the general meeting (or general adjourned meeting), or

- (b) in the case of a proxy notice (and any evidence) sent by electronic means, be received at any address provided for the purpose of receiving communications sent by electronic means and specified in the notice of meeting, in any instrument of proxy relating to the general meeting sent out by the Company or in any communication by electronic means sent out by the Company inviting the appointor to appoint a proxy relating to the general meeting, at any time before the holding of the meeting (or adjourned meeting)

56 3 A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the Company by or on behalf of that person

56 4 An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given

56 5 A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates

56 6 If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf

57 Amendments to resolutions

57 1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if

- (a) notice of the proposed amendment is given to the Company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
- (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution

57 2 A special resolution to be proposed at a general meeting may be amended by ordinary resolution, if

- (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
- (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution

57 3 If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution

PART 5

ADMINISTRATIVE ARRANGEMENTS

58 Notices

58 1 Subject to the other provisions in the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Act provides for documents or information which are authorised or required by any provision of the Act to be sent or supplied by or to the Company

58 2 Any notice, document or other information shall be deemed served on or delivered to the intended recipient

- (a) if properly addressed and sent by prepaid United Kingdom first class post to an address in the United Kingdom, 48 hours after it was posted (or five Business Days after posting either to an address outside the United Kingdom or from outside the United Kingdom to an address within the United Kingdom, if (in each case) sent by reputable international overnight courier addressed to the intended recipient, provided that delivery in at least five Business Days was guaranteed at the time of sending and the sending party receives a confirmation of delivery from the courier service provider),
- (b) if properly addressed and delivered by hand, when it was given or left at the appropriate address,
- (c) if properly addressed and sent or supplied by electronic means, one hour after the document or information was sent or supplied, and
- (d) if sent or supplied by means of a website, when the material is first made available on the website or (if later) when the recipient receives (or is deemed to have received) notice of the fact that the material is available on the website

For the purposes of this Article 58 1, no account shall be taken of any part of a day that is not a working day

58 3 In proving that any notice, document or other information was properly addressed, it shall suffice to show that the notice, document or other information was addressed to an address permitted for the purpose by the Act

58 4 Subject to the other provisions of the Articles, any notice or document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or documents for the time being

58 5 A Director may agree with the Company that notices or documents sent to that Director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours

59 Indemnity and insurance

59 1 Subject to Article 59 3, but without prejudice to any indemnity to which a Relevant Officer is otherwise entitled, each Relevant Officer shall be indemnified out of the Company's assets against all costs, charges, losses, expenses and liabilities incurred by him as a Relevant Officer in the actual or purported execution and/or discharge of his duties, or in relation thereto including any liability incurred by him in defending any civil or criminal proceedings, in which judgment is given in his favour or in which he is acquitted, or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part, or in connection with any application in which the court grants him, in his capacity as a Relevant Officer, relief

from liability for negligence, default, breach of duty or breach of trust in relation to the Company's [(or other Group Company's)] affairs

- 59 2 The Company may provide any Relevant Officer with funds to meet expenditure incurred or to be incurred by him in connection with any proceedings or application referred to in Article 59 1 and otherwise may take any action to enable such Relevant Officer to avoid incurring such expenditure
- 59 3 This Article 59 does not authorise any indemnity which would be prohibited or rendered void by any provision of the Act or by any other provision of law
- 59 4 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any Relevant Officer in respect of any Relevant Loss
- 59 5 In this Article 59
- (a) **Relevant Loss** means any loss or liability which has been or may be incurred by a Relevant Officer in connection with that Relevant Officer's duties or powers in relation to the Company (or other Group Company), and
 - (b) **Relevant Officer** means any director or other officer of the Company or any Group Company

60 Alternate directors

- 60 1 A director (other than an alternate director) may, by notice in writing delivered to the Company, or in any other manner approved by the directors, appoint any person willing to act to be his alternate
- 60 2 The appointment of an alternate director who is not already a director or alternate director
- (a) shall (save in the case of an alternate to an A Director) require the approval of the directors, and
 - (b) shall not be effective until his consent to act as a director in the form prescribed by the CA 2006 has been received by the Company
- 60 3 If an alternate director is himself a director and/or participates in any proceeding of the directors or at any committee as an alternate director for more than one director, his voting rights shall be cumulative but he shall only be counted once in deciding whether a quorum is present. An alternate director shall (subject to his giving to the Company an address within the United Kingdom at which notices may be served on him) have the same rights in relation to any decision of the directors as his appointor and in particular shall (without limitation) be entitled to receive notice of all meetings of the directors and all committees of which his appointor is a member and, in the absence from such meetings of his appointor, to attend and vote at such meetings and to exercise all the powers, rights, duties and authorities of his appointor (other than the power to appoint an alternate director)
- 60 4 A person who is an alternate director but not a director
- (a) may be counted as participating for the purposes of determining whether a quorum is participating (but only if that person's appointor is not participating), and
 - (b) may participate in a unanimous decision of the directors (but only if that person's appointor is not participating)

- 60 5 A director acting as alternate director shall have a separate vote for each director for whom he acts as alternate in addition to his own, but he shall count as only one for the purpose of determining whether a quorum is present. A person (not himself a director) who acts as alternate director for more than one director shall have a separate vote for each director for whom he acts as alternate, but he shall count as only one for the purpose of determining whether a quorum is present.
- 60 6 An alternate director shall be entitled to contract and be interested in and benefit from contracts or arrangements with the Company and to be repaid expenses and to be indemnified in the same way and to the same extent as a director. However, he shall not be entitled to receive from the Company any fees for his services as alternate, except only such part (if any) of the fee payable to his appointor as such appointor may by notice to the Company direct.
- 60 7 Every person acting as an alternate director shall be an officer of the Company, shall alone be responsible to the Company for his own acts and defaults and shall not be deemed to be the agent of the director appointing him.
- 60 8 An alternate director shall cease to be an alternate director
- (a) if his appointor revokes his appointment by notice in writing delivered to the Company, or in any other manner approved by the directors, or
 - (b) if his appointor ceases for any reason to be a director, or
 - (c) if any event happens in relation to him which causes his office as director to be vacated or (if not himself a director) would do so if he were himself a director.